

Temporary/Part-Time

POSITION: Social Sciences Tutor/ PROMISE & STEM Scholars Programs (SSS)

STARTING SALARY: \$10-\$18 per hour based on credentials and experience; 10-25 hours per week Monday-Thursday

MINIMUM TRAINING AND EXPERIENCE: A High School Diploma or GED; and possess tutoring/teaching experience in Math, English, Biology, Anatomy/Physiology, Business, or Computer Science.

Or

Additional Preferred Qualifications: A degree in a related field and obtained grade of "A" in the courses he/she tutor's.

KNOWLEDGE, SKILLS AND ABILITIES: Demonstrate excellent communication skills and be able to clearly explain instructions to students of various academic levels; be familiar with the Microsoft Office Suite (Word, Excel, etc.), Blumen Campansol Database, D2L, Navigate, WebAdvisor, or alike; must be able to work independently with a high level of responsibility; must be able to work with individuals of diverse socio-economic backgrounds; and work professionally and ethically with students, staff, and faculty.

SPECIFIC DUTIES

1. Provides one-on-one and small-group tutoring to assigned students who are having academic difficulties in a specified course(s);
2. Maintains daily tutor attendance records by documenting tutoring and other services provided to program participants, using forms provided by the project
3. Completes and submits weekly reports on tutoring sessions;
4. Explains the application process to students; schedules appointments for students to meet with full-time staff, and
5. Performs other related duties of a comparable level as assigned

To apply, please complete an on-line employment application at www.yorktech.edu/hr or come to the Human Resources Department, 452 South Anderson Road, Rock Hill, SC, 29730, to complete an on-line employment application. Applications accepted until June 6, 2022.

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